



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROPERTY APPRAISER II	34	B	7.433
PROPERTY APPRAISER I	32	B	7.447
PROPERTY APPRAISER TRAINEE	30	B	7.453

### SERIES CONCEPT

Property Appraisers value real and personal property, conduct ratio studies to evaluate work of county assessors, value mining improvements, research agricultural values for approval by the Nevada Tax Commission.

Incumbents identify and measure construction characteristics of a variety of buildings by conducting a physical inspection and classifying them as to use, character and quality of construction to determine the cost of the building.

Incumbents classify and value property by review of county assessor's records and/or a physical inspection in order to ensure the property is being valued correctly. In determining value, appraisers may use the cost, market and/or income approaches.

Incumbents prepare written reports which may be published.

Incumbents consult with developers, contractors and others regarding construction costs; real estate brokers to determine local market conditions; county assessors to provide appraisal assistance as well as to regulate their activities according to Department of Taxation policies and procedures.

Incumbents may make oral presentations including responding to taxpayers who disagree with their property valuations, presenting cases to Boards of Equalization and testifying before the Nevada Tax Commission.

Incumbents conduct research in a variety of areas including issues for the legislature which requires gathering and compiling information into reports and responding to questions from taxpayers in the field and by letter.

Incumbents assist in the valuation of inter-county and interstate utilities and transportation companies.

Incumbents perform related work as required.

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## CLASS CONCEPTS

### PROPERTY APPRAISER II

Under direction, Property Appraiser II's perform the full range of duties described in the series concept. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Positions assigned to this class series have greater discretion and independence in carrying out appraisal activities. This class represents the senior journey level within the class series.

### PROPERTY APPRAISER I

Under general supervision, Property Appraiser I's perform the full range of duties described in the series concept. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the second level in a three level series. It is the journey level in the series.

### PROPERTY APPRAISER TRAINEE

Under general supervision, Property Appraiser Trainees perform the full range of duties described in the series concept in a training capacity. Work is assigned through goals and objectives and reviewed for technical accuracy. This is the first level in a three level series and represents the trainee level in the class series.

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## MINIMUM QUALIFICATIONS

### PROPERTY APPRAISER II

#### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration, accounting, economics or related area and three years of experience in property appraisal; OR

II

Graduation from high school or the equivalent education and five years of experience in property appraisal; OR

III

An equivalent combination of education and experience.

#### LICENSE:

Certification as property tax appraiser by the Nevada Department of Taxation is required.

A valid State of Nevada driver's license or evidence of equivalent mobility.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PROPERTY APPRAISER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Property Appraiser II's are expected at the time of their appointment to the Property Appraiser II class to independently perform the duties of the job by applying at full performance level all knowledge and skills which were acquired and/or utilized in the lower level appraiser classification.

#### PROPERTY APPRAISER I

##### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration, accounting, economics or related area and two years of experience in real property appraisal work connected with the transfer and sale of real property, or in a local assessor's office, or real estate sales, or real estate lending, or responsible cost estimation; OR

II

Graduation from high school or the equivalent education and four years of the above experience; OR

III

An equivalent combination of education and experience.

##### LICENSE:

Certification as property tax appraiser by the Nevada Department of Taxation is required.

A valid State of Nevada driver's license or evidence of equivalent mobility.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of descriptive statistics. Knowledge of all construction types, materials and building methods used throughout the state in order to determine building class and quality. Knowledge of appraisal methods, principles and practices in order to value real and personal property. Knowledge of statutes, rules, regulations and procedures relating to the appraisal process.

Skill in reading and interpreting various measurement tools and methods to determine the physical dimensions of a property.

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**MINIMUM QUALIFICATIONS (cont'd)**

**PROPERTY APPRAISER I (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal theory, building construction and its associated terminology.

Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels. Skill in written English sufficient to compose routine business correspondence and reports.

**PROPERTY APPRAISER TRAINEE**

**EDUCATION AND EXPERIENCE:**

I

Graduation from an accredited college or university in business administration, accounting, economics or a related area and one year of experience in real property appraisal work connected with the transfer and sale of real property, or in a local assessor's office, or real estate sales, or real estate lending, or responsible cost estimation; OR

II

Graduation from high school or the equivalent education and three years of the above experience; OR

III

Five years as an Appraisal Technician for the State of Nevada; OR

IV

An equivalent combination of education and experience.

**LICENSE:**

Certification as property tax appraiser by the Nevada Department of Taxation is required.

A valid State of Nevada driver's license or evidence of equivalent mobility.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PROPERTY APPRAISER TRAINEE (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of descriptive statistics. General knowledge of all construction types, materials and building methods used throughout the state in order to determine building class and quality. General knowledge of appraisal methods, principles and practices in order to value real and personal property. Knowledge of statutes, rules, regulations and procedures relating to the appraisal process.

Skill in reading and interpreting various measurement tools and methods to determine the physical dimensions of a property.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal theory, building construction and its associated terminology.

Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels. Skill in written English sufficient to compose routine business correspondence and reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.433</u>	<u>7.447</u>	<u>7.453</u>
ESTABLISHED:	8/1/55	1/1/63	8/1/55
REVISED:	2/1/68	2/1/68	2/1/68
REVISED:	1/4/72	5/18/78	11/3/78-3
REVISED:	11/3/78-3	11/3/78-3	2/9/79-3
REVISED:	2/9/79-3	2/9/79-3	9/30/81-3
			8/19/88PC
REVISED:	9/30/81-3	9/30/81-3	7/1/93P
	8/19/88PC	8/19/88PC	9/24/92PC
REVISED:	7/1/93P	7/1/93P	
	9/24/92PC	9/24/92PC	
REVISED:	3/21/97UC		